

MIAMI-DADE COUNTY, FLORIDA

# Employee Hurricane Preparedness Guide

miamidade.gov





#### Dear County Employee:

Being prepared for disaster is a natural part of living in South Florida. This is especially true for County employees who will have to provide assistance to our residents following a hurricane.

In disasters large and small, Miami-Dade County employees will be called upon to take part in a response or recovery effort that goes outside of their normal duties. As servants of the public, employees must lead by example and ensure that our households and workplaces are prepared for disaster.

This guide contains information to help you prepare your home and workplace prior to a hurricane and assist you in reporting back to work following the event.

Please review this information and keep this guide handy throughout the hurricane season.

Sincerely,

Steve Shiver

County Manager

## **STAY INFORMED**

Don't let a hurricane sneak up on you! During the Hurricane Season (June 1 – November 30), Miami-Dade County employees should monitor local media outlets for the latest hurricane information.

In the event a hurricane strikes South Florida, employees may obtain information through the following Miami-Dade County sources:

#### THE ANSWER CENTER 305-468-5900 • TDD 305-468-5402

Under the management of Team Metro, the Miami-Dade County Answer Center will have the most up-to-date information before, during and after a hurricane.

# OFFICE OF EMERGENCY MANAGEMENT WEBSITE www.co.miami-dade.fl.us/oem

The Office of Emergency Management's (OEM) website is updated in real time once a hurricane threat has been identified. Employees should monitor the site listed above before and after the storm for the most current emergency information.



## **KNOW WHAT TO EXPECT**

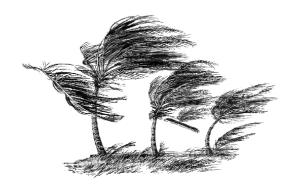
In the event Miami-Dade County enters into a hurricane emergency activation phase, the County Manager will release employees from County business in ample time to tend to hurricane preparations. All employees are expected to follow instructions issued regarding the emergency.

Employees should make sure their emergency contact information is current. This will enable management to maintain contact with you to relay critical information; determine if you have weathered the storm safely; identify those in need of assistance; and inform you if you are needed to report to work for special assignments.

## **EMERGENCY PAYROLL PROCEDURES**

In the event a hurricane or emergency situation disrupts the normal payroll cycle, employees will be paid based on their regularly scheduled hours as established in the personnel system. No overtime or exception payments will be made until the situation returns to normal.

Miami-Dade County employees who have direct deposit will have access to their payroll deposits as they would normally. Banks may not be available immediately after a major disaster.



## **BE PREPARED**

#### **WORKPLACE PREPARATIONS**

Your first responsibility to your workplace is to minimize losses. You should take steps to protect your workspace, your work product, and any files that are sensitive or confidential. Follow the shutdown procedures that have been outlined in your departmental hurricane plan and take these precautions as well:

- Backup your computer files on your PC to your department's server. Only store vital data, programs or material, otherwise you may overwhelm the system.
- Unplug your computer and other electronic equipment, as well as your telephone. Cover all the equipment with plastic to keep water resistant.
- Offices with un-shuttered windows should have the computer and small furniture removed and stored in a windowless area.
- If you are in a flood zone, place all materials and equipment at the desktop level or higher.
- Charge all personal communication devices such as radios, cellular phones and pagers and get an extra supply of batteries.
- Remove all loose items from desktops, and lock up equipment, files or other materials in desks, file cabinets or storage areas. Make sure that your supervisor has extra sets of keys.
- If you are assigned a county vehicle, re-fuel the vehicle and park it in a safe area.

## **BE PREPARED**

#### **HOUSEHOLD PREPARATIONS**

All employees should have a personal hurricane plan. The following information will assist you in keeping your home and family safe in the event of a hurricane:

- Develop a personal disaster plan that includes where to go if you have to evacuate, how to prepare your property and personal belongings, and what to include in your hurricane kit.
- Check your insurance coverage.
- Trim your trees and bushes in May so they will survive damaging winds. Tips on tree trimming are available from the Miami-Dade Cooperative Extension Office.
- If you live in an evacuation zone, make plans to leave early. If you need assistance evacuating, you may register for the Emergency Evacuation Assistance Program by calling the Office of Emergency Management at 305-513-7700 or 305-468-5402.
- If you plan to stay at home, take refuge in an interior hallway or smaller room with no windows like a closet near load bearing walls.
- Keep a mattress nearby to protect your head.
- Be sure to leave a clear path to exit in case of fire and keep a fire extinguisher nearby. Only use battery operated lamps or flash-

lights.

## **REPORTING BACK TO WORK**

Once the hurricane event has passed, employees should monitor all local radio and television stations broadcasting hurricane information. The County Manager will announce when Miami-Dade County offices will reopen and issue instructions on when to report back to work. Employees are responsible for following advisements regarding the return to work order. Employees who have experienced hurricane damage that prevents their compliance with the return to work order should make every effort to inform their immediate supervisor as soon as possible.

Once it is clear for employees to report to work proceed as follows:

- Report to your normal worksite for duty, unless you have been otherwise assigned.
- If upon arrival you find that your worksite is damaged such that you are unable to perform your normal work function employees are to await instructions from their immediate supervisor or other departmental authority.
- For the first few days following the passing of a disaster casual wear will be acceptable office attire.
- Wear your Miami-Dade County issued identification at all times.

 Reassigned duties and work hours will be scheduled as needed for emergency response functions.

## **IMPORTANT TELEPHONE NUMBERS**

Before during and after a disaster, use the telephone for emergencies only and keep your calls short. Only use 911 for life threatening emergencies.

#### **POLICE NON-EMERGENCY**

I AFICE MAN-FINEWARMAN	
Contact	<b>Phone Number</b>
Aventura	305-466-8989
Bal Harbour	305-866-5000
Bay Harbor Islands	305-866-6242
Biscayne Park	305-893-7490
Coral Gables	305-442-1600
El Portal	305-751-6455
Florida City	305-247-8223
Golden Beach	305-935-0940
Hialeah	305-687-2525
Hialeah Gardens	305-558-3333
Homestead	305-247-1535
Indian Creek	305-866-2446
Key Biscayne	305-365-5505
Medley	
Miami	305-579-6111
Miami Beach	305-673-7911
Miami-Dade County	305-476-5423
Miami Shores	305-759-2468
Miami Springs	305-476-5423
Miccosukee Reservation	305-223-1600
North Bay Village	305-758-2626
North Miami	
North Miami Beach	305-949-5500
Opa Locka	305-953-2877
Pinecrest	305-234-2100
South Miami	305-663-6301
Sunny Isles	305-947-4440
Surfside 2	305-861-4862
Sweetwater	305-552-9900
Virginia Gardens	305-871-3141
West Miami	305-266-0530

## **COLLEGE/UNIVERSITY POLICE DEPARTMENTS**

Contact FIU North Campus	305-348-2626
CONSUMER PROTECTION/PRICE GOUGING	
Contact	<b>Phone Number</b>
Miami-Dade Consumer Services Department Florida Attorney	
Generals Office	850-414-3600
DISASTER HOTLINES	
Contact	Phone Number
Miami-Dade Answer Center	
TDD:	
BellSouth Mobility Customers	
Haitian Support, Inc:	OLM ( 030)
Provides general human services	
assistance, community information	
and disaster information in Creole	800-443-2951
State of Florida Emergency	
Information Line	800-342-3557
TTY:	800-226-4329
North Miami Beach	305-919-0892
Miami	305-579-1800
Miami Beach	305-673-7222
Broward County	. 954-831-4000**
Monroe County	800-955-5504
Palm Beach County	
University of Miami	
(Coral Gables Campus)	305-284-5151
University of Miami	
(Medical Campus)	305-243-6079

<sup>\*\* 24-</sup>hour hotlines during emergency situations only.

#### **EMERGENCY EVACUATION ASSISTANCE PROGRAM:**

People requiring assistance with daily activities, people with disabilities or with medical equipment that is electrically dependent should register as soon as possible.

Contact	<b>Phone Number</b>
Miami-Dade County	305-513-7700
TDD:	305-468-5402
Broward County	954-537-2888
Monroe County	305-292-4591
Palm Beach County	407-233-3500
Deaf Services Bureau TDD:	305-668-3323

#### **REPORTING DOWNED UTILITY LINES:**

Contact	<b>Phone Number</b>
Florida Power & Light (FPL)	800-468-8243
BellSouth	
BellSouth Customer Service	305-780-2355
Peoples Gas (TECO Energy)	
(Miami-Dade County)	305-940-0139
Peoples Gas (TECO Energy)	
(Broward County)	954-525-0900
South Florida Water	
Management District	
(Flooding)	800-544-2323

#### **HUMAN SERVICES:**

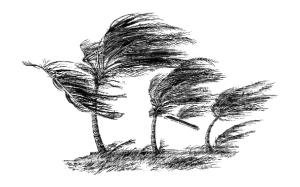
Contact	Phone Number
Dialysis/Renal ESRD	
Network of Florida	
(Network 7)	813-251-8686
	or 800-826-3773

#### **EMERGENCY MANAGEMENT OFFICES:**

Contact	<b>Phone Number</b>
Miami-Dade County Office of	
Emergency Management	305-468-5400
TDD:	305-468-5402
Broward County Emergency	
Management	954-831-3900
Monroe County Emergency	
Management	305-289-6018
Palm Beach County Emergency	
Management	561-233-3500
AMERICAN RED CROSS:	
Contact	<b>Phone Number</b>
Miami-Dade and	
Monroe Counties	305-644-1200
(Upper Keys)	305-852-9612
(Lower Keys)	305-296-4033
Broward	954-763-9900
Palm Beach	561-833-7711
RECOVERY AGENCIES:	
Contact	<b>Phone Number</b>
Miami-Dade County Building	
Code Compliance Office	305-375-2901
Broward County	
Building Permitting	954-765-4927
Florida Department of	
Insurance	800-342-2762
Federal Emergency	
Management Agency	
(FEMA)	
TDD:	800-462-7585
National Flood Insurance	
Program	800-638-6620

## **ANIMALS:**

Contact	<b>Phone Number</b>
Animal Care and Control Offices	
(Miami-Dade County)	305-884-1101
Animal Care and Control Offices	
(Broward County)	954-359-1313
Humane Society	
(Miami-Dade County)	305-696-0800
Humane Society	
(Broward County)	954-357-6402



# **GET YOUR KIT TOGETHER**

THE BA	SICS:
	Bottled Water (1 gallon per person per day)
	Manual Can opener*
	Non-perishable foods
	Flashlight (1 per person)
	Portable battery powered lanterns
	Large trash bags
	Battery operated radio
	Extra batteries
	First aid kit
	Mosquito repellent
	Sun screen (45 SPF recommended)
	Water proof matches/butane lighter
	Money
	Unscented bleach or water purification tablets
	(add 8 drops of bleach per gal.)
	Maps of the area showing landmarks
COOKIN	ie.
	Sterno fuel
	Portable camp stove or grill
	Stove fuel or charcoal w/lighter fluid Disposable eating utensils
·—	Napkins and paper towels
	Aluminum foil
	Oven mitts
<b>_</b>	Oven mins
PERSON	NAL SUPPLIES:
	Prescription medicines
	(One month supply and copy of prescriptions)
	Toilet paper
	Entertainment: books, games, magazines, etc.
	Bedding: pillows, sleeping bag
	Changes of clothing
	Rain poncho and work gloves
	Extra glasses or contacts

<b>IMPOR</b>	TANT DOCUMENTS:
	Insurance documents
	A list of all your important contacts
	(family, doctors, insurance agents)
	Banking information
	Leases/mortgage
	Proof of occupancy (such as utility bill)
	Photo inventory of your personal belongings
	Waterproof container to store documents
BABIES	:
	Disposable diapers
	Formula, food and medication
	Bottles and feeding utensils
PET SU	PPLIES:
	Dry and canned food for 14 days
	ID tags and collars
	Proof of recent Immunizations
	Water (1/2 gallon per day)
	Litter box and supplies
	Carrying container
OTHER	NECESSITIES:
	Tool Box
	ABC rated fire extinguisher
	Masking tape or duct tape
	Outdoor extension cords
	Spray paint
	Local phone book

# **Notes:**



#### **Alex Penelas** Mayor

## **Board of County Commissioners**

**Senator Gwen Margolis** Chairperson

District 8

District 9

District 10

District 11

District 12

District 13

**Betty T. Ferguson Katy Sorenson** District 1 Dorrin D. Rolle **Dennis C. Moss** District 2 Dr. Barbara Carey-Shuler Senator Javier D. Souto District 3 **Senator Gwen Margolis** Joe A. Martinez District 4 Jose "Pepe" Cancio, Sr. Bruno A. Barreiro District 5 Rebeca Sosa **Natacha Seijas** District 6 Jimmy L. Morales District 7

> **Harvey Ruvin** Clerk of Courts **Steve Shiver** County Manager Robert A. Ginsburg County Attorney